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HIGHLIGHTS & QUALIFICATIONS

A high-performing and high-potential designer who is goal focused, creative, and client service centred. Both strategic and detail-oriented, with substantial leadership, support, technology, and public relations experience. Possess advanced ability to plan and manage activities, anticipate needs, steer projects to completion, and communicate effectively.

WORK EXPERIENCE IN DESIGN

Freelance Graphic Designer & Developer 1998 - Present

- Created attractive and effective images, colour schemes, typography, layouts, and brand elements
- Met strict timelines, bringing print, web, and multimedia solutions through production
- Designed, recorded, edited, and branded over 90 stylized Flash help videos demonstrating functionality and customizations of SharePoint, MicroStrategy, and QuickStats
- Conducted needs assessment, identified better practices, authored and edited content, determined specifications, identified integration solutions, and orchestrated testing
- Designed PowerPoint presentations for senior executives, and formatted lengthy planning documentation provided by numerous sources for uniformity in style and terminology

Clients included:

- Canadian Cancer Society
- Canadian Institute for Health Information
- Health Canada
- Cancer Care Ontario
- Canada Health Infoway
- William Osler Health System
- Corporate Design Concepts
- Copperstone Connect
- Connexions Services
- Event promoters, nightclubs, disc jockeys, visual artists, a cosmetic company, and a salon

Training Administrator & Graphic Designer Legal Aid Ontario (1991 - 2007) 2000 - 2002

- Produced content, design, layout, visual identity, and marketing strategy for multiple print and web-based projects
- Managed training facilities, led advisory groups, interviewed and managed consultants and vendors, and helped ensure that projects were delivered on time and in budget

SKILLS

- Photoshop
- Illustrator
- InDesign
- Dreamweaver
- HTML
- CSS
- JavaScript
- jQuery
- Captivate
- Camtasia
- Outlook
- Word
- Excel
- PowerPoint
- Visio
- SharePoint
- MicroStrategy
- Windows and Mac platforms

EDUCATION

Graphic Design for Print and Web - Humber College
Certificate Expected in August 2013

Continuing Education - University of Manitoba
Studies in Linguistics, Philosophy, and Anthropology

Bachelor of Arts - University of Manitoba
Major in Philosophy (with equal credits in Psychology)
Minor in English

DEVELOPMENT COURSES

- Art History and Visual Culture (1850 to 2005) - Toronto District School Board
- Photoshop (Advanced) - DPA Communications
- Illustrator - Toronto District School Board
- InDesign (Comprehensive) - DPA Communications
- Project Management (two day intensive) - Government of Ontario Shared Services Bureau / Humber Corporate Education Services
- Leadership - In-house
- Effective Client Services - In-house
- Completing the Client Service Journey - In-house
- Effective Business Writing - Government of Ontario Shared Services Bureau
- Managing Change Through Communications - In-house